

MAYOR OF LONDON

4. Why we ask providers to collect your personal information on our behalf

a. Quality checking

As part of our quality assurance processes, our Quality Assurance team will access the organisations contact details we hold to ask you to participate in sample interviews to check that the Community Outreach Programme organisations are delivering the quality we expect. This is especially important as Community Outreach Programme is a new programme.

b. Market Research, engagement and programme tracking to understand which organisations are involved, how we can improve the programme etc

As part of policy development, we use the contact details we hold to support our ongoing engagement activity to understand the needs of organisations and how we can optimise the design of The Community Outreach Programme. We also use the contact details to invite organisations to events such as roundtables and market engagement.

c. Research and evaluation purposes including surveys and interviews as part of the process and impact evaluation and User Centred Design interviews and processes.

We may also request your participation in interviews and surveys as part of the evaluation and continuous improvement of the Community Outreach programme. We will only process your data where data protection legislation allows us to do so.

5. Our legal basis for collecting your personal information.

We collect personal information only where we need to and law permits. In order for our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. For the purpose of this programme, the relevant condition(s) that we are meeting are:

1. Article 6 (1)(e): It is necessary to collect data from users in order to effectively access the service and to evaluate outcomes of the service. The legal basis is public task and the legal gateway is Section 87 of the Education and Skills Act 2008.
2. Article 6 (1)(f): It is necessary to collect data from users as the processing is necessary for the organisation's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's individual data that overrides those legitimate interests.

6. How we use your personal information

Personal information collected from organisations is treated as confidential and collected only for the purposes set out in point 5. Any information shared publicly will be anonymised so you cannot be identified.

The GLA (and its contracted research organisation) will use the data for policy development and to help improve education services. We may publish the findings for use by other relevant organisations and for the purposes of transparency in how we are using public funds. None of your individualised data will be identified.

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7. Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These include the Department for Education (DfE) who are Joint Controllers for the purposes of Data Protection Legislation with respect to Learner and Provider participation data and Provider performance data, contracted partners whom we may employ to process your personal data on our behalf and/or other organisations (with whom we need to share your personal data for specific purposes, including research and evaluation).

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation. For the purposes of this project, we need to share your personal data with external evaluators working for the GLA under contract who may:

- Contact you directly to invite you to take part in research (e.g., qualitative interviews and/or surveys) to understand your experience with the programme. Participation in the research is voluntary. If you do not want to participate in these interviews/surveys, you can request this from our 3rd party contractor if you are contacted.

8. How long we will keep your personal data

We will keep your personal data in its original format for a maximum of 7 years, after which point it will be securely destroyed. However the GLA will conduct reviews every 2 years to test if it is necessary to still retain this data. For qualitative interviews, the GLA (or its contracted research supplier) will review the notes, recordings and other research data after the session. Voice recordings will be deleted by the research contractor as soon as they are transcribed and no later than one year after the interview has taken place.

9. Request to access, rectify or erase your information

This service is optional for individuals to use. If you decide you do not want your data to be used, you can notify the GLA and withdraw from further involvement. No further data will be collected/linked on you beyond that point.

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

Your data protection rights;

- The right to access: you are entitled to ask if we hold information relating to you and ask for a copy by making a "subject access request."
- The right to rectification: you have the right to request to correct any information you believe is inaccurate.
- The right to erasure: you have the right to request for your information to be erased, under certain circumstances.
- The right to restrict processing: you have the right to request that DfE restricts the processing of your personal data, under certain circumstances.
- The right to object to processing: you have the right to object to DfE's processing, under certain circumstances.
- The right to data portability: You have the right to move your personal data to another data controller

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More information about use of and access to our personal data held by the GLA, details of organisations with whom the GLA regularly shares data, information about how long the GLA retain your data and how to exercise your rights is set out in the GLA Privacy Policy published here: <https://www.london.gov.uk/about-us/governance-and-spending/privacy-policies/gla-privacy-policy>

If you have a concern about the accuracy of personal information about you, if you want to erase or restrict use of your personal information, if you object to use of your personal data, if you wish to exercise rights in relation to automated decision-making or if you are unhappy with how we have used your personal information, please email: Data.Protection@london.gov.uk

You can also find more information from the Information Commissioner's Office at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have any questions about how your personal information will be used, please contact us at: SFLCommunityOutreachProgramme@london.gov.uk and enter Community Outreach Programme as a reference.

I confirm that

- I have read and agree to the conditions indicated in the above Data Protection Enrolment Declaration.
- The information provided in this Enrolment Form is correct to the best of my knowledge
- I will inform you of any changes in my circumstances which may affect my eligibility between now and the day I start on the project

Print Name:

Signature: Date